

**YAKAMA NATION HUMAN RESOURCE DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2012-138 Issue Date: 10-03-12 Closing Date: 10-16-12

**Receptionist/File Clerk
Office of Legal Counsel
Department of Tribal Administration
Hourly Wage: DOQ/Full-Time/Regular**

Is Responsible to perform varied and specialized administrative office support work. Organizes and maintains an extensive specialized file system. Work is expected to be performed at a level of high quality. Provides confidential secretarial services. Daily duties require professional responses to personal, telephone, and written inquiries from citizens, governmental, tribal, and community leaders, and/or officials. Screen calls and routes them accordingly using tact and diplomacy. Maintains a calendar of appointments. Work involves typing, answering telephones, greeting & assisting general public, distributing incoming/outgoing office mail, and picking up payroll checks.

Knowledge, Skills and Abilities:

- Ability to maintain strict confidentiality of clients and program information.
- Ability to understand and follow oral and written instructions.
- Ability to identify, organize, and prioritize work assignments.
- Ability to work independently and exercise discretion.
- Knowledge of standard filing procedures.
- Knowledge of general office practices and principles of operation.
- Knowledge of and skill in use of standard office equipment.
- Knowledge of the Yakama Nation Personnel Policies Manual.
- Knowledge of Yakama Nation Records Management Manual.
- Ability to meet and greet the public and other tribal employees in pleasant and courteous manner.
- Ability to work under stress.
- Ability to establish and maintain effective working relationships.
- Ability to be a team player.

General Recruiting Indicators:

- High School diploma required AND two or more years of progressively responsible secretarial or general office work experience at a level equivalent to Office Assistant III.
OR,
- A combination of work experience and education that demonstrates ability to perform the duties and responsibilities of this position.

Necessary Special Requirements:

- Must have valid Washington State Driver's License and ability to obtain a Yakama Nation Driver's permit.
- Must pass a drug and Alcohol test.